# LSC's Website User Guide

**Version: 5.1 May 2012**
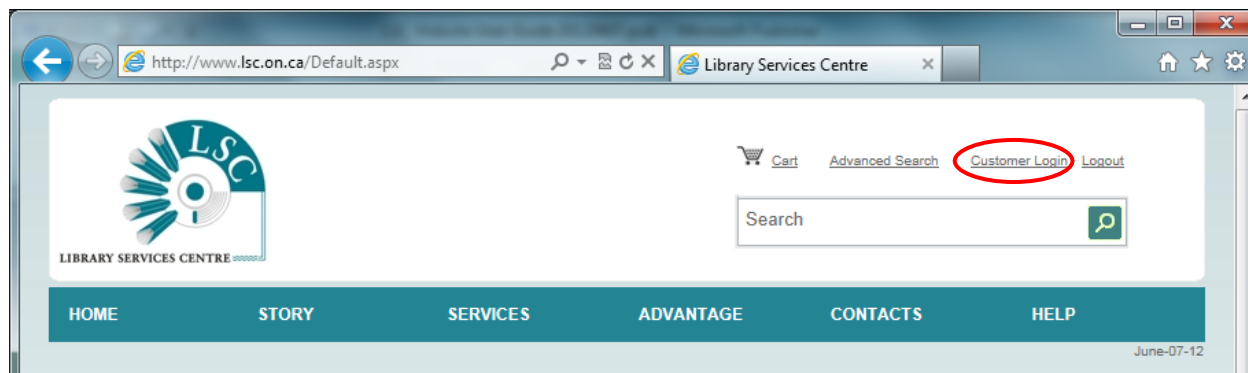
# Table of Contents

# 1.0   Log In

Although you do not need to log in to the website to search, you must log in to order.  Therefore LSC recommends you log in to the website from the onset to avoid confusion.

1.   Click on **CUSTOMER LOG IN**, on the top right corner of the screen:



2.   Enter your User Name
3.   Enter your password
4.   Click **OK**  *(do not push 'ENTER,' must click on 'OK.')*

You will know when you have successfully logged in when you see your library name appear just below the **HOME** button towards the top left side of the screen.
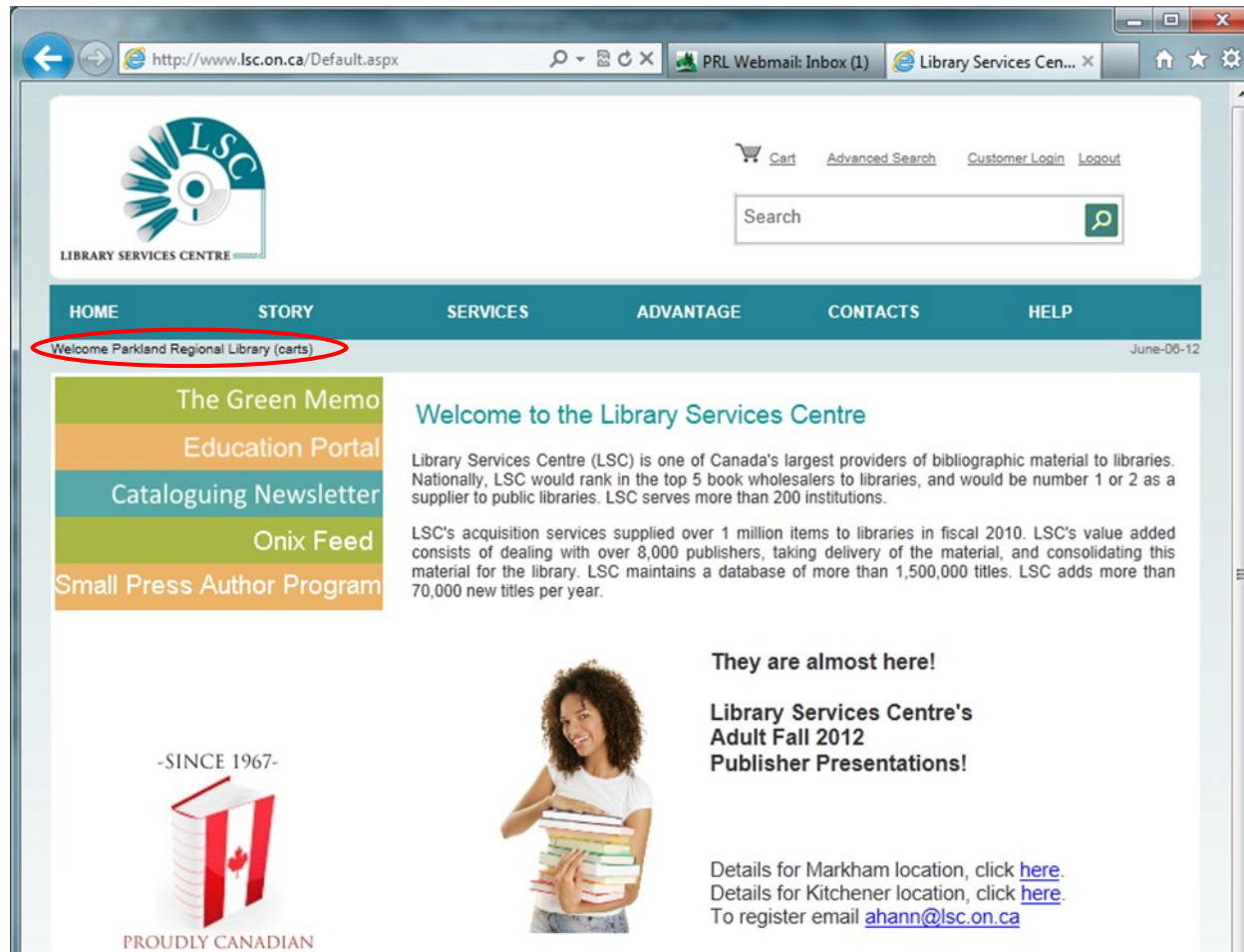
## 2.0   Searching

**LSC's database does not search by keyword.**

LSC's website offers three methods of searching:

- Basic
- Refined
- Advanced

## 2.1  Basic Search

*For optimum search results, complete a basic search first and then refine your search, as outlined below.*

- You will find a search box on the upper right corner of every page
- You can search by:
    - Title Beginning with
    - ISBN
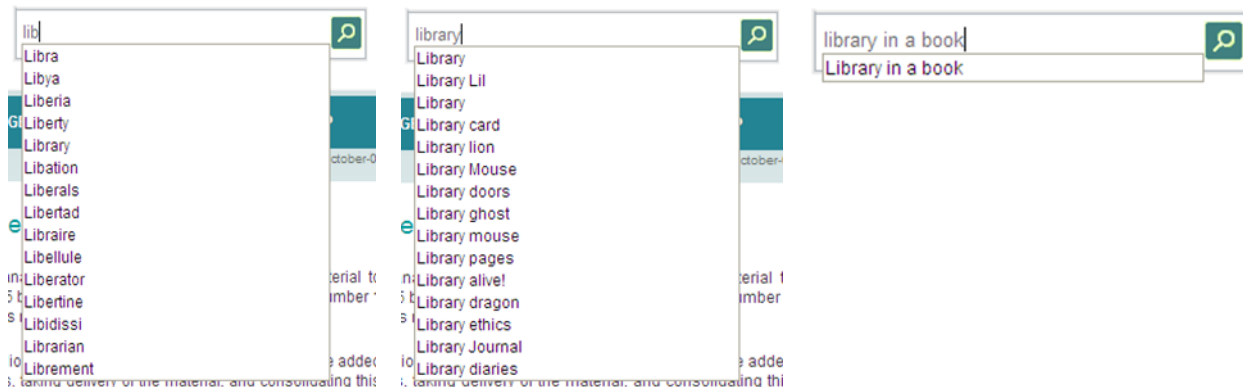    - PCN
    - Selection List Number (Slist)

This is a "smart search feature" that offers the user a list of suggested items after the 3rd character is entered and therefore;

   - The more characters entered the narrower your search results will be
   - Searching by ISBN will give you a direct hit on your search results if the item is in LSC's
        database with that ISBN number

1.   Enter your search criteria in the search box
2.   Select from the suggested list
3.   Click on the search icon

In this example, notice that after the 3rd letter was entered, the smart search feature populated a suggested list containing the first three characters entered.  As more characters are entered, the narrower the suggested list becomes.

## 2.2.1    SEARCH TYPES

1. **<u>Title Beginning with</u> :**Enter a full title, or the beginning of a title (e.g. Library in a Book, or Library in a, or just Library).  When searching by title, the words entered must be in the same sequence as they appear in the title (ex. Book in a Library will not return the same results as Library in a Book).

2. **<u>ISBN</u>:**  Search by a 10 or 13 digit ISBN number (do not include hyphens).

3. **<u>PCN</u>:**  A PCN is LSC's internal and unique record number.  A PCN is assigned sequentially and is not re-used, except in very limited circumstances, so when available, searching by a PCN number will provide you with a direct hit unless the item is no longer available.

4. **<u>Selection List (Slist)</u>:**   Search by a Selection List number.

## 2.2 Refined Search

Once you have completed your initial search, you now have the option to narrow down your search results.  This is an excellent tool when a basic search populates an unmanageable number of results and is commonly used when searching for titles of a generic nature.

In this example, we will search for the television series House.

A basic search for the title House retrieves a large number of results.  At the time of this documentation, 2589 titles were found in total, and as previously discussed; all titles starting with the word "house" are displayed.
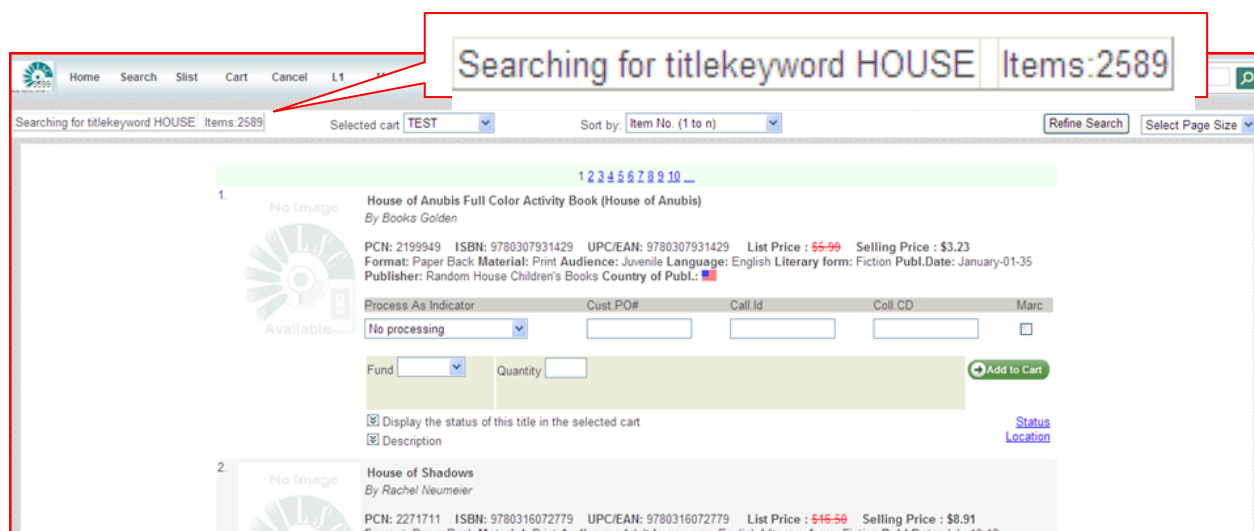
To refine your search:

1. Click on **<Refine Search>** located at the top right side of the window.

Refine Search

2. A window will populate providing you with several categories to refine your search by:

- Format
- Material
- Audience
- Language
- Literary Form
- Date of Publication Before
- Country
- Date of Publication After

- You can select as many categories as you wish.

- Within each category are subcategories designed to help you refine your search.

- You can select from as many subcategories as you wish by **Holding the Ctrl** key and clicking as many selections as needed in each box.

- Press the **<<TAB>>** key to accept input values for publication dates

In this example, since we are searching for House, Season 1, the Television Series, we have selected **Digital Versatile Disc** (DVD), **Video**, and **Adult**.
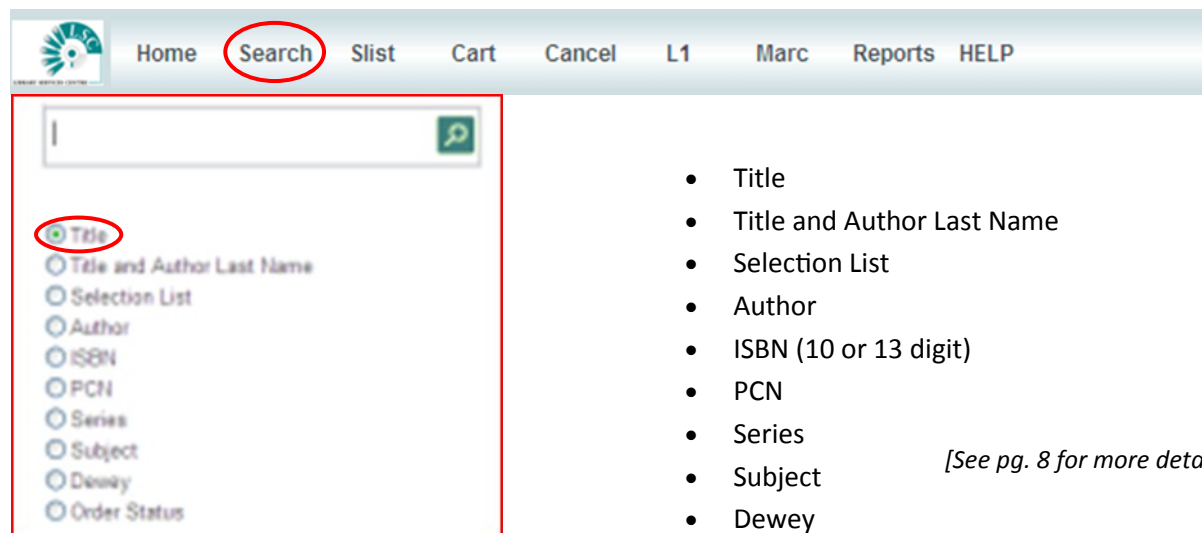
3. Click <**GO**>

The search results were narrowed based on the search criteria selected, from 2589 titles to a more manageable list of 53 titles.
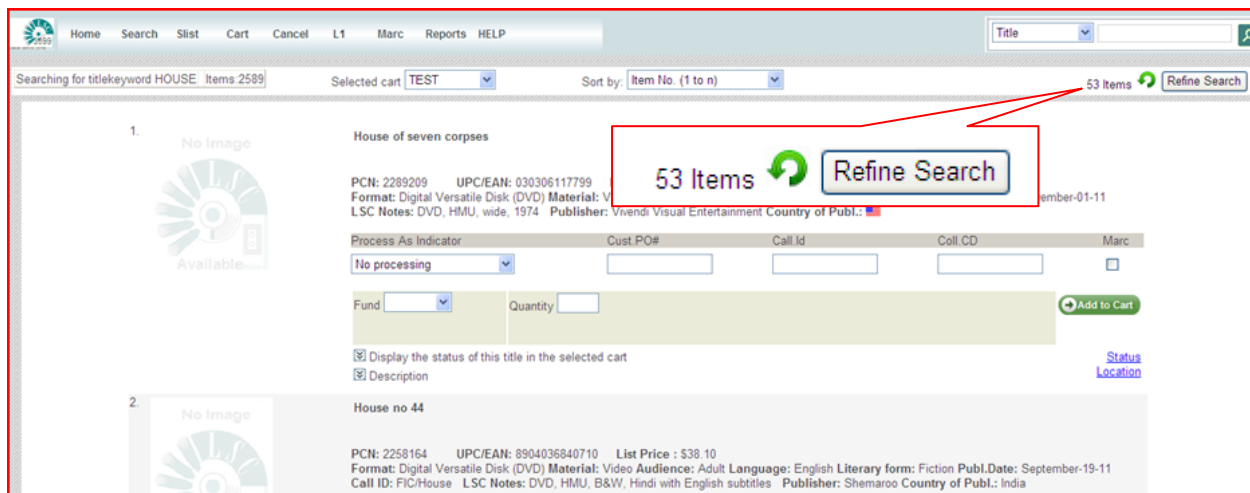


## 2.3  Advanced Search

Once you are in the database, you can perform an "advanced search".
 Advanced search options allow you to restrict your search to certain key fields and/or specific parts of a record.  You can refine your search by a few selected categories:



- Title
- Title and Author Last Name
- Selection List
- Author
- ISBN (10 or 13 digit)
- PCN
- Series
- Subject          *[See pg. 8 for more details.]*
- Dewey
- Order Status

1. Click on <**SEARCH**> found on the ribbon at the top of the page.

2. Select the filter matching your search criteria and click on the search icon.

- **Search by Title:**  Enter a full title, or the beginning of a title (e.g. Library in a Book, or Library in a, Library). When searching by title, the words entered must be in the same sequence as they appear in the title (e.g. Book in a Library will not return the same results as Library in a Book).

- **Search by Title and Author Last Name:**  Enter full title, or the beginning of a title, and the *author's last name at the end of the search string*.  (ex. entertaining Stewart).
    *Note:  The author's last name must be entered at the end of the search string.*

- **Search by Selection list number:**  Enter a selection list number

- **Search by Author:** Enter an author's full name for an exact match, or search by an author's last name (ex. Daniel Kahneman, or Kahneman).

- **Search by ISBN:** Enter the 10 or 13 digit ISBN

- **Search by PCN:** Enter a PCN.
    *Note: A PCN is LSC's internal record number.  A PCN is assigned sequentially and is not re-used, except in very limited circumstances.  PCNs start at 100000.*

- **Search by Series:**  Enter words from the name of the series (e.g. hunger, or hunger games).
    *Note: You can only search by series after the item has been catalogued.*

- **Search by Subject:**  Enter any words pertaining to the subject matter.
    *Note: The search engine does not return hits for synonyms that are not actually entered in your query. A query on heart disease would not return a hit that used the word "cardiac" instead of "heart."*

    *Note:  When entering more than one word, enter a space or double dash (--) to separate the words used.*

- **Search by Dewey number:**  Enter a Dewey number.
    *NOTE: You can only search by dewey after the item has been catalogued.*

- **Search by Order Status:**  Enter the PCN to see the status of any item ordered by other libraries
    *Note: This can be useful to determine the popularity of a title.*

## 2.2.1   INSIDE THE DATABASE
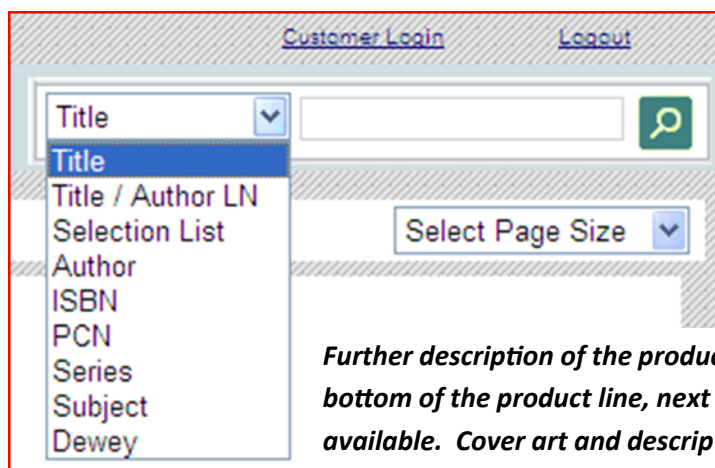
Once  inside the database, the search box is still located at the top right corner of the window and now offers the advanced search filters and options (*see left*). Therefore, searching inside the database, on any page other than the **Home Page**, is accomplished as explained above.

*Further description of the product is displayed by clicking on the arrow at the bottom of the product line, next to "Description, when further description is available.  Cover art and descriptions are updated daily and they are updated as soon as they are available from the publishers or Syndetics.*

*Click <Hide> to minimize the product description/summary.*

# 3.0   Ordering

**NOTE: make lists by budget—ex. add "allotment" titles to cart first, export the file; add "bill direct" titles to the cart, export the file; add "bill direct + designation" titles to the cart, export the file.**

1.  Once you have verified that the product displayed is the desired item, click on the **<SELECTED CART>** drop-down and select a cart (*sort order by National Library* Code).



2.  Click on the **<FUND>** drop-down and select "MISC."



3.  Type "1" into the  **<MISC>** field.  **[Never type more than one!  If you need more than one copy you will have to enter it into the cart one at a time.]**  Click  <**ADD TO CART**>**.**





*NOTE: when a green checkmark appears below  <**ADD TO CART**>, the item has been added to cart.  **If you click on  <ADD TO CART> again at this point a second copy will be  added to the cart, if you click on it again, a third copy, etc.***

*Clicking on <DISPLAY THE STATUS OF THIS TITLE IN THE SELECTED CART>, found just above the DE-SCRIPTON option will provide an overview of this order.  Here you can REMOVE an item from the cart/order.  Click <HIDE> to minimize the status*





[CONTINUE SEARCHING AND ADDING TO CART — GO TO STEP 4 WHEN READY TO SUBMIT ORDER.]

4.  To submit an order, click on the <**CART**> header.



5.  If you are satisfied with what you see in the cart, click <**DOWNLOAD ON-ORDER MARC**>.

6.  A second link to <**DOWNLOAD ON-ORDER MARC**>  will appear below, click on it.



7.  <**SAVE AS**>



8.  Name the file: *library code_budget_original file name* and <**SAVE**>.

**ALLOTMENT** example:



**BILL DIRECT** example:



**BILL DIRECT + DESIGNATION** example:

9.  Using your library's email account, email the MARC file (.mrc) to orders@prl.ab.ca.

| To: | orders@prl.ab.ca | |
|---|---|---|
| Cc: | | Show BCC |
| Subject: | LSC MARC order | Priority: — ▼ |

📎 ☑ ABEN_bill_direct_FRIENDS_22037_06082012115959.mrc (400 B)

10. Back in LSC's website **<EMPTY SELECTED CART>**, click 'GO.' You are ready to begin a new list.

# 4.0   SList

In addition to searching for product and ordering as discussed earlier, users can order directly from a selection list (slist).

To view the full selection of current Slists, you must be inside the database.

1.   From the **HOME** page, click on **ADVANCED SEARCH**.
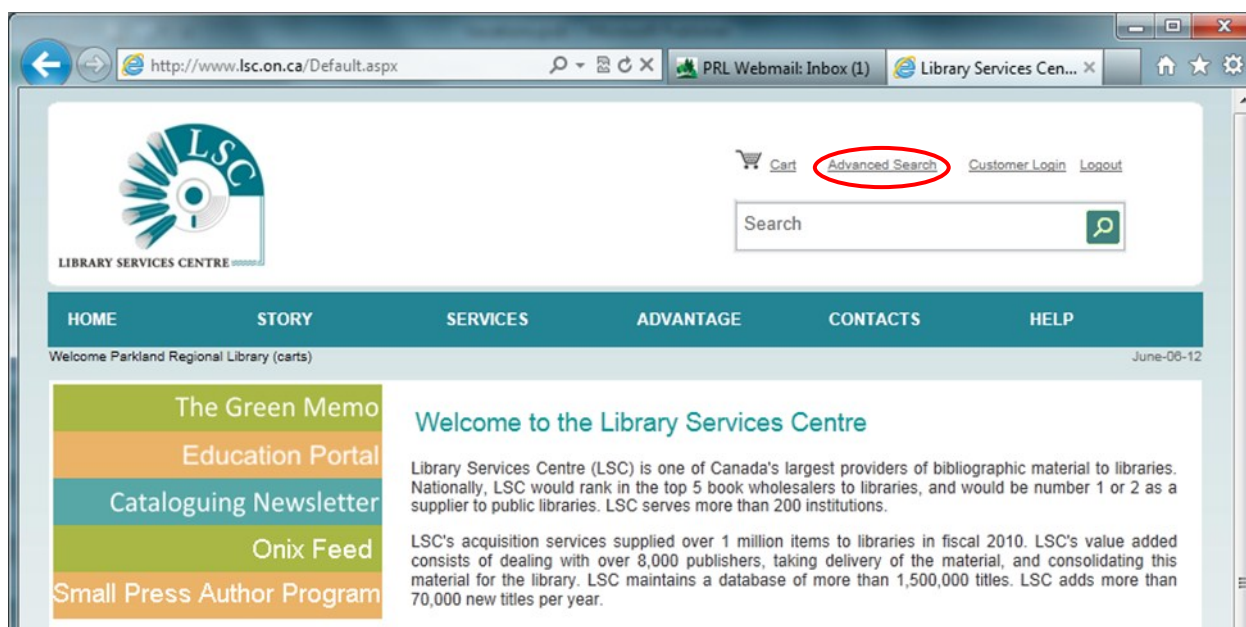


2.   Click on <**SLIST**>
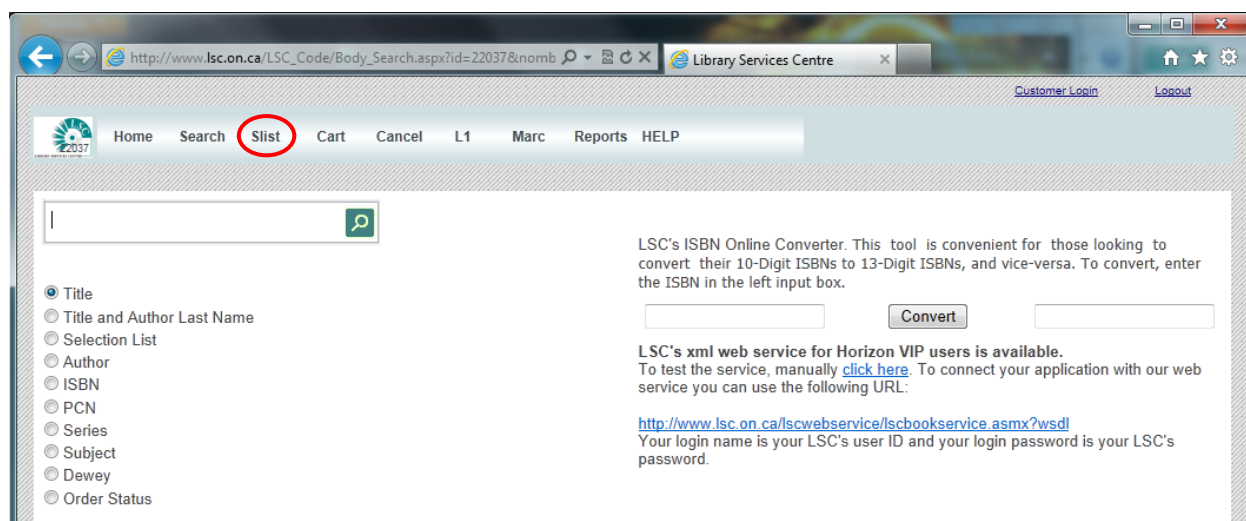


A complete list of current selection lists will populate

- Mass Market, DVDs, French and Graphic Novels are listed for 3 months
- Best Seller and Annuals are listed for 6 months

4. You can narrow your search by selecting a product type;

    a. Select a product type to **FILTER BY**

    b. Click <**GO**>
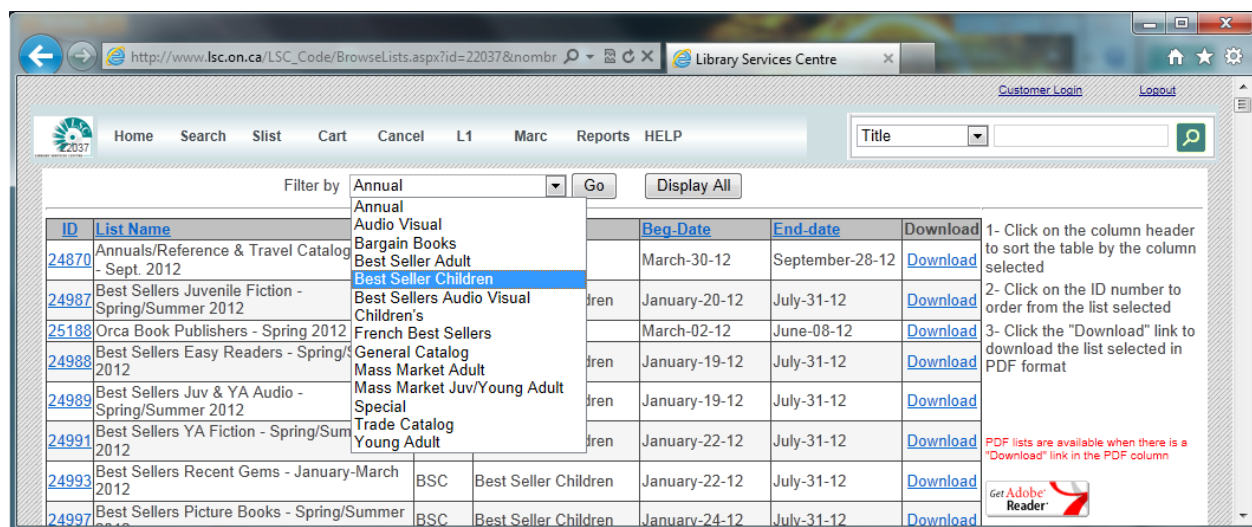


**OR**

4. You can sort the entries by column — click on the column's hyperlinked **<HEADER>**



5. Click on the slist <**ID**> number, in the far left column, to populate a list of titles.

6. From here the ordering process is the same.

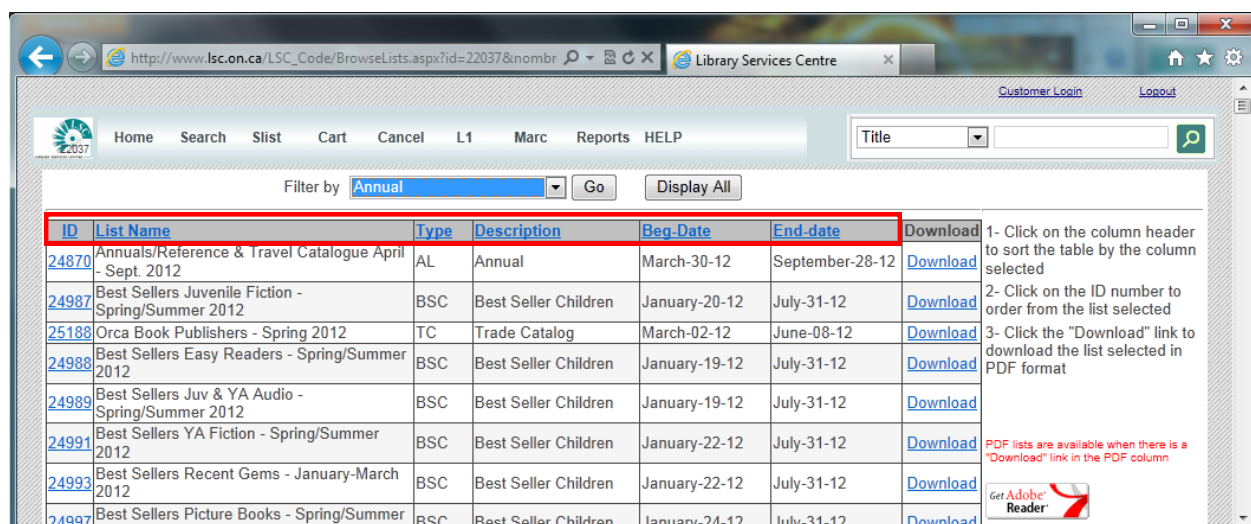# Ordering Quick Reference

1. Once you have verified that the product displayed is the desired item, click on the **<SELECTED CART>** drop-down and select a cart (*sort order by National Library* Code).

2. Click on the **<FUND>** drop-down and select "MISC."

3. Type "1" into the  **<MISC>** field.  **[Never type more than one!  If you need more than one copy you will have to enter it into the cart one at a time.]**  Click  <**ADD TO CART**>**.**

   *[CONTINUE SEARCHING AND ADDING TO CART — GO TO STEP 4 WHEN READY TO SUBMIT ORDER.]*

4. To submit an order, click on the <**CART**> header.

5.  If you are satisfied with what you see in the cart, click <**DOWNLOAD ON-ORDER MARC**>.

6. A second link to <**DOWNLOAD ON-ORDER MARC**>  will appear below, click on it.

7.  <**SAVE AS**>

8. Name the file: ***library code_budget_original file name*** and **<SAVE>**.

   *EXAMPLES:*
   - ABEN_allot_22037_06082012115959.mrc
   - ABEN_bill_direct_22037_06082012115959.mrc
   - ABEN_bill_direct_FRIENDS_22037_06082012115959.mrc

9. Using your library's email account, email the MARC file (.mrc) to orders@prl.ab.ca.

10. Back in LSC's website select action **<EMPTY SELECTED CART>**, click 'GO.'  You are ready to begin a new list.